

16th September 2021

Saudi Arabia

Subject : **Meeting Room Booking + Rooms Offer**

Dear Sir,

First of all, I would like to take this opportunity to send you and your respected team our best regards from Millennium Makkah Al Naseem.

With reference to your Function request, we have the pleasure to offer you the following.

Meeting room.

- **Date:** **25/26/27th October 2021 (Full day meeting)** ***Exact date to be advised***
- **Number of attendance:** 50 Guests (Guaranteed)
- **Setup:** **2 Coffee break + Lunch for 3 days**
- **Time:** **09:00 – 00:00**
- **A/V:** (LCD Projector + Built-In Projection Screen + Mic)
- **Internet:** Free
- **Meeting Package Price:** **SR 185 Per Person Per Day (Coffee break + Lunch) - Menu attached.**
- **Total Event Price** **SR 27,750 NETT**

Accommodation:

Rooms Type	Check-in	Check-out	Rate	
1 - STD Room	**October**	**October**	**MOH RATE -** with breakfast	**SAR. 140** Single room
1 - DLX Room	**October**	**October**	**MOH RATE -** with breakfast	**SAR. 165** Single room
1 – Jr. Suite	**October**	**October**	**MOH RATE -** with breakfast	**SAR. 205** Single Suite
1 – Ex. Room	**October**	**October**	**MOH RATE -** with breakfast	**SAR. 255** Single Suite

Booking Conditions:

- Above rates are net & non-commissionable.
- Rates are in Saudi Riyals
- Rates are inclusive of TAX & VAT.
- Special meal prices should be booked and paid in advance with minimum 72 hours prior to meal consumption otherwise published meal prices will be applied.
- Function will be charged as per guaranteed number of guests, in case the number decreased than the guaranteed number the guaranteed number will be charged, in case the number increased than the guaranteed number the extra guests will be charged directly after the event by the company.
- All special meals for groups must be booked and final number of guests to be confirmed 48 hrs. In advance, otherwise the pre agreed number of guests will be applied.
- In case of any extras after the event it will be paid directly by guests after the event.

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- **<u>In case of any meeting facility including ladies participation or training program for more than 10 people gathering, the Saudi Exhibition & Convention Bureau license has to be presented to the hotel maximum 1 week before function for Approval</u>**

<u>Cancellation policy:</u>

- 7 days before function date there will be no cancellation charges.
- 7 days and less 100% will be charged from the total function amount.

<u>Billing & Payment:</u>

- All bookings must be paid and guaranteed in advance; therefore, a floating deposit must be kept in our accounts.

<u>RESERVATION DEPARTMENT DETAILS</u>	**<u>BANK ACCOUNT DETAILS</u>**
Tel : +966 12 5509700 Fax : +966 12 5509755 Email : mc.reservations@millenniumhotels.com	Account Name : Millennium Copthorne Al Naseem Hotel Bank Name : Al Jazira Bank IBAN Number : SA84 6010 0030 9950 1011 9001 Swift/CBID Code : BJAZSAJE Acct. Number 030 9950 1011 9001 Bank Address : Riyadh

<u>:NO-SHOW</u>

.In the event of no show full function amount will be charged

<u>Billing Instructions:</u>

- Covering letter with the above charges to be sent maximum by 20/09/2021 before 04:00 PM in order to confirm the booking accordingly and issue the event order, failure to do so will cause your offer to be automatically cancelled without prior notification.

In case we didn't receive the event covering letter/ Confirmation by the above option date, unfortunately the booking will be cancelled without prior notification

Thank you and best regards.

Kindly sign and stamp this contract and send us back, in order to validate the above rates for your company

First Party: Millennium Makkah Al Naseem	**Second Party :**
Mr. Ali Farah *Director of Business Development*	**Company:** **Name:** **Position:** **Date:**